

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers
All State Agencies

DATE: September 2, 2009

FROM: Louise M. Anderson
Associate Controller - Operations

SUBJECT: Pay Period #5 Ending 8/29/09 Check Date
CPO 10-03

Checks for Pay Period #5 will be distributed Thursday, September 3, 2009. Please note that the effective pay date will be September 4, 2009. Therefore, checks should not be cashed until Friday, September 4, 2009.

Direct deposit funds will be available as usual.

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**TO: Chief Payroll Officers
All State Agencies**

DATE: September 2, 2009

**FROM: Louise M. Anderson
Associate Controller - Operations**

**SUBJECT: Wellness Credit Pay Period #5 (Check Date 9/4/09)
CPO 10-04**

There will be a portion of employees that do not receive their wellness credit in Pay Period 5. For those employees, an adjustment will be processed in the following pay period or periods according to the available co-share deduction.